



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Public School Superintendents and Principals, Charter School Administrators and Accredited Non-Public School Administrators

FROM: Karla Carr, Coordinator of Data Collection and Reporting

DATE: August 31, 2009

RE: Data Collections: 1) Ending 2008-09 School Year; 2) Beginning 2009-10 School Year

The information below is an update of the student record and school data collections. Our continuing efforts to ease the burden of data collection and reduce data redundancy are reflected in the data collections for the 09-10 school year. We have reviewed all STN data collections and removed fields that are unnecessary or where data are collected elsewhere. We have also built additional validations; both cross-field and cross-collection, into our reports to further promote data accuracy.

Please share the information provided below with the STN Application Center site administrator, student data management administrators, business officials, and program coordinators in your corporation. All related information, including specific due dates and data layouts, are available online at www.doe.in.gov/stn/welcome.html under the “Data Collection and Reporting” section or the “DOE-Online and K-12 Data Page Data Collection and Reporting” section.

Data Collections Ending the 2008-2009 School Year

Attendance (DOE-AT) Collection Began April 1, 2009

Attendance data were to be submitted via the Application Center as a file transfer for each student in each building in attendance during the 2008-2009 school year except for Pre-Kindergarten and Post-High School. The collection period opened earlier this year to provide the opportunity to resolve conflicts with other districts before the end of the school year. The collection period will remain open until existing conflicts are resolved. Conflicts occur when two or more schools report overlapping attendance dates for the same student. The sign off period ends August 31, 2009. This collection is for public schools, charter schools, and accredited nonpublic schools.

Title I (DOE-TI) – Collection Began July 6, 2009

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2008-2009 school year. A signature page will be required for this collection to be signed by the Title I Coordinator and the person(s) responsible for submitting data to the state. This collection is for public schools, charter schools, and accredited nonpublic schools.

Dropout and Mobility Report (DOE-DM) – Collection Begins October 1, 2009

The DOE-DM Report contains student dropout and mobility information for students enrolled in the 2008-2009 school year that left prior to the end of the school year or for students that completed the 2007-2008 school year but did not return by October 1, 2009. This collection is for public schools, charter schools, and accredited nonpublic schools.

GED Recipient Report

The GED Recipient screen will allow the lookup of students under the age of 21 that passed the GED. This feature will assist you in tracking your dropouts. The most current information is available from October 2008 – October 2009. This feature is available in the Application Center.

Expulsions and Suspensions (DOE-ES) – Collection Began July 1, 2009

The purpose of this data collection is to gather data on those students that were suspended or expelled as a form of disciplinary action during the 2008-2009 school year. Modified days of expulsion for firearms along with a description of the firearm will require verification found under Data Verification in the Application Center. This collection is for public schools and charter schools.

Graduates (DOE-GR) – Collection Begins October 1, 2009

The purpose of this data collection is gather student information on the graduates of the 2008-2009 school year. This data will be used in determining the cohort used for the graduation rate. This collection is for public schools, charter schools, and accredited nonpublic schools.

Homebound/Hospitalized (DOE-HB) – Collection continues through December 1, 2009

The purpose of this data collection is gather information on students that receive instruction at home or at a hospital **due to injury or illness** at any time during the collection period. This collection continues for the 2008-2009 school year through December 1, 2009. This collection is for public schools, charter schools, and accredited nonpublic schools.

Data Collections for Beginning the 2009-2010 School Year

School Calendar (DOE-CL) – January 1, 2009 through August 2009

This information is used by the public for scheduling information; in addition, several other STN reports use the calendar dates for validation of data reported. Due to policy changes, Student Release and Professional Development days have been removed from this collection. This collection is for public schools, charter schools, and accredited nonpublic school.

Direct Certification (DOE_DC) – Collection Began July 1, 2009 through June 30, 2010

The purpose of this data collection is to expedite the application for the eligibility of the USA Free Lunch benefit program. This is a **mandatory** collection for schools participating in the National School Lunch Program for the 2009-2010 school year. This collection is for public schools, charter schools, and accredited nonpublic schools.

Central Point of Contact (DOE_CPC) – Collection Began July 1, 2009 through June 30, 2010

Designate primary and/or secondary contacts for areas of data collection and general information. Contact areas include STN Site Administrator, Title I, Language Minority, Treasurer, Attendance (DOE-AT), McKinney-Vento Liaison, Prime Time and STN Contact. Superintendents and principals will continue to be the primary contact for data collection information. This collection is for public schools, charter schools, and accredited nonpublic schools.

Master File (DOE-MF) / Indiana School Directory – Collection Begins August 11, 2008

The purpose of this data collection is to gather profiles of the corporations and schools used for mailings, school directories, phone contacts, data submission, and email. Principal Alert and Messaging System (PAMS) and Superintendent Alert and Messaging System (SAMS) email contacts are generated from the information provided. Profile information includes the Superintendent name, principal name, email, addresses, and phone numbers of each school and corporation. This information will be collected on-line at www.doe.state.in.us/htmls/doemf.html and **will be available for updates throughout the school year**. The profile information on public schools and nonpublic schools in your district that open and close during the school year or schools that change grade spans should be faxed on letterhead with the Superintendent's signature to 317-233-6326. This collection is for public schools, charter schools, and accredited nonpublic schools.

School Board Members Report (DOE-SB) – Collection Begins August 1, 2009

The purpose of this data collection is to gather demographic information on the makeup of the school board and the school board members for your corporation. This information will be collected on-line at www.doe.state.in.us/htmls/doesb.html. This collection is for public schools and accredited nonpublic schools.

GQE Retest Fall – Collection Began August 3, 2009 through August 23, 2009 at midnight (EDT).

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+GQE on students **retaking** the exam during the 2009-2010 testing cycle. This collection is for public schools, charter schools, and accredited nonpublic schools.

ECA Barcode & Online (Fall) – Collection Begins September 4, through September 14, 2009 and November 3, 2009 through November 14, 2009

The purpose of this data collection is to gather student information used to create online student file and pre-print bar code labels to affix to the End-of-Course Assessment (ECA) booklets during the 2009-2010 testing cycle. Additional fields have been added to this collection. This collection is for public schools, charter schools, and accredited nonpublic schools.

Prime Time (DOE-PT) – Collection Begins September 18, 2009

This data collection gathers the Prime Time data on students for kindergarten through 5th grade. This collection is for public schools and charter schools.

Membership (DOE-ME) – Collections Begin September 18, 2009, December 1, 2009, and May 1, 2010

This data collection gathers the Average Daily Membership (ADM) counts taken on September 18, 2009, December 1, 2009, and May 1, 2010. The September collection of ADM will be used in the calculation of State Support 2010. Full Day Kindergarten has been added to this collection, removing the need for the collection of the DOE-FD Full Day Kindergarten report. This collection is for public schools and charter schools.

English Language Learners (DOE-LM) – Collection Begins October 1 through October 23, 2009

Formerly Language Minority and Immigrant Students, this data collection gathers the student information on language minority and immigrant students for the 2009-2010 school year. Several redundant data fields have been removed from this collection. This collection is for public schools, charter schools, and accredited nonpublic schools.

Pupil Enrollment Report (DOE-PE) – Collection Begins October 1 through October 30, 2009

This data collection gathers pupil enrollment and socio-economic status (free and reduced meal eligibility). Pupil enrollment is a head count. Count each student that is expected to be attending and receiving instructional services from your school on October 1 of the school year. The redundant Language Minority Status was removed. This collection is for public schools, charter schools, and accredited nonpublic schools.

Special Education Participant Count (DOE-SE) – Collections Begins October 1, 2009, December 1, 2009, and April 1, 2010

Student information pertaining to exceptional learners is collected separately on the DOE-SE Special Education. Count each student that is receiving instructional services from your school on October 1, December 1 and April 1. For the 2009-10 school year, the funding for special education will be based upon the count submitted on the DOE-SE. The unnecessary socio-economic status field was removed; a field for Limited English Proficiency was added, as this is needed for federal reporting. This collection is for public schools, charter schools, and accredited nonpublic schools.

Certified Employee/Certified Position Report (DOE-CE/CP) – Collection Begins October 1 through October 31, 2009

The 2009-2010 Certified Employee/Certified Positions Report will be submitted by file transfer to the Application Center. The data from 2008-2009 will be updated where necessary and will be available in the Application Center to download under Administration>Retrieve Data.

The DOE-CE Report contains basic staffing information and will need to be completed at the corporation. This Report contains a record for each certified employee in the school corporation. Update any information that is incorrect and complete the contract days, salary, supplemental salary, and all other information as of October 1, 2009. Remove the DOE-CE and CP records of staff that do not return for the 2009-2010 year. The redundant highly qualified teacher field was removed as this information is collected on the DOE-CP.

The DOE-CP Report contains information about subjects taught, number of students, and other information. DOE-CP could be completed at the school building level. It must also include central office staff. Calculations for the Annual Performance Report make it imperative that we know the number of periods taught for each grade level by each teacher. The Subject and Level codebook, as well as codes for completion, are available on the STN home page. Please use the most current codebook for 2009-2010 when posted. Note that the codes for highly qualified teacher by subject have changed slightly. This collection is for public schools, charter schools, and accredited nonpublic schools.

Noncertified Personnel Report (DOE-NE) – Collection Begins October 1 through October 16, 2009

The DOE-NE Report contains noncertified employee information as of October 1, 2009. This report is available at: <http://www.doe.state.in.us> by clicking on the 'K-12 School Data' link and then click on '2009-2010 Non Certified Personnel Data Entry' and follow the directions from there. This collection is for public schools only.

Voc 30A – Collection Begins September 18, 2009 through October 2, 2009

The purpose of this data collection is to gather information on Vocational Education Student Counts for the 2009-2010 school year. The data are not collected by student. This collection is for public schools only.

Textbook Reimbursement (DOE-TB) – Collection Begins September 18 through October 31, 2009

The purpose of this data collection is to gather information required for Textbook Reimbursement by student. The 2009-2010 is prepared for you by aging the data from the 2008-2009 collection and then downloaded in the Application Center. Upon completion the file can be transferred to the Application

Center for determining accuracy. Fields have been removed that are reported on other collections. This collection is for public schools, charter schools, and accredited nonpublic schools.

Student Residence Report (DOE-SR) – Collection Begins September 18 through September 30, 2009

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School for the current school year. Based on legislation and the rules of the State Board of Education, the first count of students will occur on September 18, 2009. Fields have been removed that are reported on other collections. This collection is for Charter Schools.

LAS Links Barcode Labels – Collection Begins November 3, 2009 through November 7, 2009

The purpose of this data collection is to gather student information used to pre-printed bar code labels to affix to the Las Links test booklets during the 2009-2010 testing cycle. This collection is for public schools, charter schools, and accredited nonpublic schools.

Homebound/Hospitalized (DOE-HB) – Collection Begins December 2, 2009 through December 1, 2010

The purpose of this data collection is to gather information on students that receive instruction at home or at a hospital due to injury of illness at any time during the collection period, which is a Dec to Dec collection period. This collection is for public schools, charter schools, and nonpublic schools.

Data Collection Periods

Verifying the accuracy of all data reported is essential to ensuring that this information accurately represents your school corporation and school buildings. The process for submitting this data will include specific collection periods:

- **Trial Collection Period** – The time period for schools to submit data and check the validity of the data and the transfer of the file. Trial collection periods will not occur with every collection.
- **Collection Period** – The time period when the actual data are due. Reports that are available under Data Verification for each collection should be reviewed and approved by the person responsible for certifying the accuracy of the data.
- **Signoff Period** – The time period when all data have been transferred and accepted as accurate and final by the reporting corporation or school. Signoff may be electronic and require a selection in the Application Center or a paper copy returned with the appropriate signature to the Department of Education. Instructions are described in each data layout.

When a collection closes, the data is considered final by the state and corrections or additions are not allowed.

If you have questions, please contact the Department's Center for Information Systems at 317-232-0808 or 800-527-4931